

# **REQUIREMENTS**

## **DESIGNS FOR AIR IMPACT ASSESSMENTS AT HAZARDOUS WASTE SITES (165.16)**

### **FACILITY REQUIREMENTS**

#### **1. Classroom Space**

One classroom approximately 50×30 feet is required. The classroom should contain enough tables and chairs to comfortably seat 30 students and provide about 3 linear feet of desk space per student. Five extra tables for instructor use are also needed. The classroom should have adjustable lighting and adequate ventilation and electrical outlets.

#### **2. Facility Access**

**ERTP staff will require 24-hour exclusive access to and use of the classrooms from course setup through closure.** The course director will arrange the initial setup time with the facility contact.

#### **3. Audio-visual Equipment**

The classroom should contain the following materials:

- Screen for showing visual aids.
- Chalkboard, chalk, and erasers or white board, markers, and erasers.

#### **4. Refreshments and Meals**

Coffee and soft drinks that students can purchase should be available near the classroom. A list of nearby, quick-service restaurants and maps to these restaurants should be provided to Environmental Response Training Program (ERTP) Training Registration 8 weeks prior to the course.

#### **5. Telephones**

The facility should have telephones available for outgoing telephone calls. The facility contact should provide ERTTP Training Registration with a telephone number that can be used for incoming emergency calls and messages.

#### **6. Maps and Area Information**

A legible map (not hand drawn) indicating the locations of the facility and area hotels should be sent to ERTTP Training Registration 8 weeks prior to the course. Hotel names, addresses, telephone numbers, and regular and government rates should be included. Directions to and from the airport should be provided, either on the facility and hotel map(s) or on a separate map. In addition, please include the telephone number of the local chamber of commerce.

## **PARTICIPANT INFORMATION**

This course is designed for management-level site personnel and EPA work plan and air plan review staff.

No more than 30 participants may be enrolled in each DAIA course. Any deviations in class size must be approved in advance by the course director. ERTTP Training Registration and the local contact must coordinate participant registration. Any questions the participants have about enrollment in ERTTP courses should be directed to DAIA Project Manager (participants in EPA Regions 1, 6, and 8 should direct questions to the regional training contact).

The local contact should inform participants of the following course-related information:

- No special clothing is required; casual dress is encouraged.
- Calculators are recommended.
- The course lasts 3 days.
- Class begins at 8 a.m. on Tuesday and ends at 1:00 p.m. on Thursday.
- To receive an EPA course certificate, 100-percent attendance is mandatory.

## **SHIPPING REQUIREMENTS**

### **1. Facility Contact**

The name and telephone number of the facility contact should be provided to ERTTP Training Registration. The facility contact will be responsible for receiving a Federal Express shipment of approximately 6–10 boxes. The boxes must be stored in a secured area for 1–3 days. Course instructors will require access to these materials at the time of course setup.

### **2. Equipment Delivery**

All course materials and equipment are shipped via Federal Express. The physical address (if different from the mailing address), telephone number, and hours of operation for the facility must be provided to ERTTP Training Registration so shipping arrangements can be made. Federal Express will not deliver to a post office box or leave materials after hours.

Equipment is usually delivered by 4:30 p.m. on the Friday before the course. When the shipment arrives, the facility contact must call ERTTP Training Registration at 513 251-7776 to verify receipt of the course materials. If the shipment is not delivered by 4:00 p.m., the facility contact must notify ERTTP Training Registration. ERTTP staff will call Federal Express to trace the shipment.

### **3. Shipping Equipment**

Normal Federal Express pickup for materials being shipped back to the ERTTP Training Center in Cincinnati, Ohio, is on Friday between 12 noon and 4:30 p.m.